

# ITIN Renewal Guide

For Staff and Volunteers - Tax Season 2021

## 1) Which ITINs need to be renewed?

- ITINs with middle digits 70 to 88 (that have not already been renewed)
- ITINs with middle digits 90, 91, 92, 94, 95, 96, 97, 98, or 99 that were **assigned before 2013** (and have not already been renewed)
- ITINs not used on a tax return for any of the past three years (tax years 2017, 2018, and 2019)

**NOTE:** If one person in the family must renew, others in the family may renew at the same time. However, ITINs for dependents can only be renewed with a tax return attached.

## 2) What is our new process for ITIN applications and renewals?

**STEP 1:** A staff member or volunteer prepares the tax return. For ITIN applications, the W-7 certification is required. For ITIN renewals, enter the taxpayer's ITIN and prepare the return as usual.

- Make sure the tax return is quality reviewed and the client is contacted to review the outcome.
- Set the return type to paper. The client's tax return will need to be mailed in to the IRS with Form W-7 attached. (They will be contacted to set up an appointment to complete this step.)
- **For dependents** applying for or renewing an ITIN: Verify they qualify for an allowable tax benefit (i.e. claiming that person causes the refund to increase or tax due to decrease). If claiming that dependent does not change the outcome of the return, the dependent will not be able to apply for or renew an ITIN that year and we can't include them on the tax return.
- **For a spouse, if nonresident alien** (i.e. lives in another country and isn't a US citizen or Lawful Permanent Resident) applying for or renewing an ITIN: Verify they qualify for an allowable tax benefit (e.g. the Married Filing Jointly standard deduction resulting in a higher refund or less tax due). If filing a joint return does not result in a more favorable outcome on that return than filing Married Filing Separately or Head of Household (if applicable), then the taxpayer cannot file jointly with the spouse or apply for or renew the ITIN.

**STEP 2:** The person who calls the client to review the outcome of the tax return with them will then complete the ITIN Referral Form for each household with an ITIN needing to be applied for or renewed. (The client will be contacted within a week.)

**NOTE:** Our program can prepare a Married Filing Separately return when the spouse is a nonresident alien. And, a taxpayer with a nonresident alien spouse is considered unmarried for Head of Household purposes - provided the taxpayer meets all Head of Household requirements. Any days they spent together in the year are disregarded.